Teaching Environment Check – Applicant Guide

Step 1. Environment Check

- Open this link: [Environment Check Tool](#)

Step 2. Screen Recording

- We may use different screen recording application:

🖥️ For Windows

- **Snipping Tool** (built-in, Windows 11) → easiest, since no install needed.
- **Xbox Game Bar** → press `Win + G`, built-in on Windows 10/11.
- **OBS Studio** → free, professional (but a bit complex).

💻 For Mac

- **QuickTime Player** (built-in) → File > New Screen Recording.
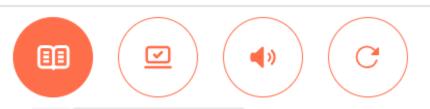- Shortcut: `Command + Shift + 5` → start screen recording directly.

🌐 For All (No Install)

- **Loom** (browser extension / app, free for short recordings)
- **ScreenApp.io** (web-based recorder).
- Open **Snipping Tool**.
- Select the **Record** button → **New**, or press **Windows logo key + Shift + R**.
- Highlight the area of the screen you want to record.

Step 3. Record Environment Check
 While on the Environment Check Tool:

- Open **Camera** and **Microphone**.
- Click all four icons on the **upper right part** of the screen.

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- Confirm that all devices are working properly.

Step 4. Submit Recording

- Save your recording
  - Rename the recording:
    - *[First Name, Middle Initial, Surname]_*Environment Check Recording
    - Example: Adam C. Smith*]_*Environment Check Recording
- Submit via email:
  - recruitment@weblioph.com
  - quality.management@weblioph.com
    - Subject: *[First Name, Middle Initial, Surname]_*Environment Check Recording
      - Example: Adam C. Smith*]_*Environment Check Recording
- Submit to your designated Microsoft Teams Group Chat